

MINUTES
ENGLISH BICKNOR VILLAGE HALL and BAR

A Committee Meeting of E.B. Village Hall & Bar was held in the bar on Monday 24th April 2023 at 7.30 pm.

PRESENT:

Mr. P. Gwilliam (Chairman), Mrs. S Shelbourne (Secretary), Mrs. J Maxfield (Functions), Mrs. D Gwilliam (FOSM & Functions), Mrs. M Fox (Tuesday Lunch), Mrs. C Sandler (Gardening), Miss L Bonser (School), Mr. R Waldron (Bar Treasurer), Mrs. A Watkins (Vice Chair), Mrs. R Lacey (History Group),

APOLOGIES:

Mrs. J McHattie (PCC), Mrs. J Bradley (Bookings Secretary), Peter Warden (Parish Council), Mr. K Froud (Table Tennis), Mrs. Z Roberts (Village Rep), Mr. Nick Elsmore (Village Rep).

1. Minutes of last meeting

These were accepted as a true record.

2. Actions from Last Meeting

See Annex A for progress of open actions from previous meetings.

The VH website is WIP but it is envisaged that it will be used to post:

- MOM of committee meetings
- AGM MOM
- Pictures of VH events
- VH Governance Document
- Roles and Responsibilities of the committee and trustees
- VH Bbooking details
- Links to the EB VH Facebook page.

3. Chairmans Update

Car Park: PG reported that the carpark had been refurbished in order to fill in pot holes and even up the surface. The invoice has not been received so costs are unknown. It is currently difficult to gain the usual three quotes from tradesmen.

Trustees: PG reported that David Gunter is now a new trustee, however an additional trustee would be preferable to bring the total to five trustees.

Youth Football: Cheltenham Town Youth Football coaches attended a meeting at the VH on the 30th March to discuss their use of the playing field for coaching sessions. The coaches need a decision from the VH Management so that they can start planning the

coaching sessions. They will pay £40 each time they use the grounds and changing rooms. This cost will cover the additional grass cutting which will be required. The VH will arrange for the marking of the football pitch and they will pay the £35 fee. The VH has agreed to buy the football posts which will cost approx. £1300; however, DG has approached the FA for a grant towards the cost of the goal posts.

They will be required to sign a user agreement and we will have a 12 months trial period. The agreement will then be reviewed by both parties.

4. Sub Group Governance Update

The new Governance Document was placed onto the Charities commission website for approval but it has been rejected. The comments are;

The proposed objects are not worded in a way that the law regards as being exclusively charitable. They must also accurately reflect the charitable purpose or purposes being furthered. This is something that has been established by the courts over many years. If your proposed new objects are not suitably drafted, we will not be able to accept them.

RL will review the wording of the document and if necessary, contact the law firm Morgan, Lewis and Bockius UK LLP for advice. **Action** RL.

5. Functions Committee.

Joan Maxwell's Unsung Hero Award celebration on the 24th April was a resounding success and PG paid a tribute to her during the committee meeting for her outstanding contribution to the local community. The VH has received the £1000 awarded to Joan by Allied Westminster, but Joan will decide on how it will be spent. The raffle at the celebration raised £200.

Upcoming functions:

Friday May 5th, Pop Up Bar, Skittles, Sat may 6th, Coronation Celebration, Monday 8th May, Big Help Out Day and BBQ.

Saturday May 13th Pop in Spring Lunch.

Sunday 11th June, Beefy Boys Burger Van, 12.30 – 18.30, with the possibility of a local band performing.

The Big Help Out, which starts on Monday 8 May, gives everyone the opportunity to help in their local community through volunteering. Whatever time you can spare, there are opportunities for you to get involved and make a real difference.

SS is planning a litter sweep of the village at 11.00 a.m. followed by a BBQ.

Saturday June 24th Village fete.

6. AOB

CS thanked JE for the email concerning the sunflower growing competition. The closing date for the competition has passed but the Gardening Club will consider joining the competition next year.

DG asked if there were any volunteers to carry out some weeding around the VH. She asked if the Gardening Club could provide any volunteers. **Action**, CS to ask the Gardening Club.

The annual contact with British Gas to service the two gas boilers has risen to £711. SS considers that this is expensive and wanted agreement from the committee to find a local service engineer at a lower cost and then cancel the agreement. The committee agreed.

SS reported that the National Grid has still to return to replace the rotten back board before a Smart Meter can be installed. No date yet.

SS has applied to HSBC in order to perform BACS payments. The committee stated that as the BACS would replace dual signature cheques then an approval proforma would be required to approve BACS payments. **Action**: SS to create an approval proforma.

Table Store. All long tables are now on trolleys to aid movement. Small tables are in the corner of the table store.

JM has received a sum of £340 from Berry Hill Memorial Institute which is 50% of their takings from a recent puzzle sale. JM made a similar payment to them after the EBVH Puzzle sale. **Action**: JE to send a letter of thanks.

SS stated that at present the VH has £31,000 in the bank.

The outside wall of the VH, bar wall, needs painting. DG is considering using Bobby who recently painted the inside of the hall as his rates are very reasonable.

DG also raised the point that when chairs are used in the hall the top of the chair backs are marking the walls. We may need to install a dado rail or deeper skirting boards to prevent this damage to the paint work.

DG has applied for a grant to install more apparatus in the play area for older and disabled children. Approximately £15,500 is required.

JE has received emails from a company providing Defibrillator training. SS informed the committee installed the defibrillator. CS suggested that the mails are sent to the PC. **Action** JE to forward the mail to the PC.

PG informed the committee that to repair the drain on the playing field cost £236. The willow tree has now been removed by Two Rivers Housing association, as its roots caused the blockage and damage to the drain. It has been reported that during the removal of the tree a boundary fence has been damaged. This damage must be repaired by Two Rivers.

DG informed the committee that as is usual all VH user groups will be given raffle tickets to be sold for the village fete.

There being no other business, the meeting closed at 8.45 p.m.

The next Meeting is Monday **26th June 2023 at 7.30 pm**. This will be an open meeting. DG will place a notice to this affect in the Parish Magazine.

Signed

Annex A - Actions Tracker

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	AGM	There was an outstanding action from the last AGM as there was still an issue with the lack of external light by the waste bins, raised by S Yem. This was noted and remains an action at the next VH Committee Meeting.	PG	24-4-23-K Parry will do the work, no date agreed. Note the bins have been moved for ease of access through the table store.	Open
21/11/2022	Comm Mtg	Car Park security light is required.	PG	24-4-23- As above	Open
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	24-4-23 Morgan, Lewis & Bockius UK LLP have been approached for help.JE to chase progress.	Open
21/11/2022	Comm Mtg	Main hall toilet light being left on. Can automatic lights be installed?	PG	24-4-23-PG will discuss with the VH Electrician and get a quote.	Open
21/11/2022	Comm Mtg	ZR asked if a small furniture sale could be held?	PG	24-4-23 Roger Garlic states that at the moment this is not a viable as the market for furniture is poor.	CLOSED
21/11/2022	Comm Mtg	ZR asked if the trees adjacent to the road need to be trimmed. PG pointed out that they are subject to a preservation order.	PG	24-4-23 Peter Warden (PC) has confirmed that the tree on the playing fields is the VH responsibility. PG states at these trees are in good order.	CLOSED

21/11/2022	Comm Mtg	RL raised the point that we should consider increasing the size of the committee to bring in new ideas. The AGM highlighted the fact that the community wanted more engagement with the VH and visibility as to what the committee is planning. The committee could be expanded to include positions such as: A second Village Representative, A Maintenance Manager, A Bar Manager.	PG	These subject needs further consideration by the Chairman.13-2-23-Nick Elsmore and Ian Barkley have been invited to this meeting.	CLOSED
21/11/2022	Comm Mtg	The VH also needs additional Trustees	PG	24-3-23 David Gunter is now a trustee and his details are now on the Charity commission website.	CLOSED
21/11/2022 14/2/23	Comm Mtg	It was also proposed, as a result of comments from the floor during the AGM, that we have an 'open' committee meeting where members of the parish can attend. Any such meeting should be advertised in the Parish Magazine.	PG	24-4-23 Open meeting date set for 26th June,	CLOSED
14/02/2023	Comm Mtg	Add the R&R of Trustees to the new Governance Document	JE	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	Add to the Gov Doc. That members of the public can attend committee meetings for specific reasons.	JE	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	Add R&R of Vice Chair to the Governance Document	Subgroup	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	CS to gain written permission to distribute Tabby's resignation letter.	CS	24-4-23, letter provide by Tabby and delivered by CS	CLOSED
14/02/2023	Comm Mtg	RL to confirm when the website update would be completed.	RL	24-4-23, Still WIP no firm date set/	Open

14/02/2023	Comm Mtg	Nick has agreed to join the committee and has agreed to put out notices inviting interested parties to consider using the hall to play darts / quoits / skittles.	NE	24-4-23, Nick is now a Village Rep.	CLOSED
24/04/2023	Comm Mtg	Review the wording of the new Governance Document as it has been rejected by the Charities Commission	RL		Open
24/04/2023	Comm Mtg	CS to ask if Gardening Club members will help with weeding around the VH	CS	Post meeting response is that no one has volunteered from the Gardening Club	CLOSED
24/04/2023	Comm Mtg	BACS payments - SS to create an approval proforma.	SS		OPEN
24/04/2023	Comm Mtg	JE to send a letter of thanks to BHMI for cheque received for £340	JE	Letter sent	CLOSED
24/04/2023	Comm Mtg	JE to send mail to the PC ref defibrillator training.	JE		OPEN
24/04/2023	Comm Mtg	DG to place notice in EB Parish magazine for the date of the open committee meeting.	DG		OPEN

